



THE GEORGIA ARCHIVES
Records and Information Management Services

State Agency Specific Schedules for Agriculture, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Abattoir, Rendering Plant, and Meat/Poultry Processing Plant License Files	Documents relating to licensing a rendering plant, abattoir, meat processing plant and/or poultry processing plant	1 year		Temporary-Short-Term	Do not destroy until audit is completed	1975-148
Abattoir/Meat Plant Blueprint Files	The file consists of blueprints of abattoirs and meat processing plants licensed and inspected by the Department	1 year		Temporary-Short-Term		0000-418

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Annual Fertilizer Registration Files	Documents relating to registering 10 pound and less packages of commercial fertilizer as a regulatory device for the fertilizer industry	1 year		Temporary-Short-Term	Maintaining the Files: As the permanent files are updated, withdraw and destroy documents which are out of date, obsolete, or no longer of value from each file folder	1973-310A
Ante and Postmortem Slaughter Reports Files	Documents relating to the antemortem and postmortem inspection of all animals slaughtered under regulations governing abattoirs and meat processing plants	2 years		Temporary-Short-Term		0000-416

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Applications for Registration of Service Stations Files	Documents relating to registration of service stations to sell petroleum products	Permanent		Permanent	Hold in active files permanently	0000-450
Bacteria and DMC Laboratory Reports Files	Documents relating to laboratory reports of bacteria in raw milk samples	2 years		Temporary-Short-Term		0000-440
Bedding Inspection Report Files	Documents relating to the inspection of bedding manufacturers, and renovators, their products and facilities	1 year		Temporary-Short-Term		0000-456

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Bedding Manufacturers and Renovators Certificate Files	Documents relating to the issue of certificates authorizing in-State and out-of-State bedding manufacturers and renovators to manufacture and/or renovate bedding for sale in Georgia	1 year		Temporary-Short-Term		0000-455
Bee Keepers Registration Files	Documents relating to the registration and inspection of bee colonies	1 year		Temporary-Short-Term		0000-241
Biological Dealer's Permit Files	Documents relating to the issue of permits to sell and/or distribute biological products and poultry remedies in Georgia. Permits are valid until revoked, cancelled or suspended.	1 year		Temporary-Short-Term		0000-406

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Brucellosis Indemnity Claims Files	Documents relating to the destruction of diseased livestock for which owner is indemnified by State and Federal funds	5 years		Temporary-Short-Term		1974-044
Cattle Herd Laboratory Test Files	Documents relating to cattle herd laboratory tests	15 years		Temporary-Long-Term		1974-281A
Cattle Herd Quarantines and Releases Files	Documents relating to cattle herd quarantines and releases	2 years		Temporary-Short-Term		0000-392
Certified Liquid Petroleum (L.P.Gas) Servicemen Files	Documents relating to certifying individuals to service L.P. gas metering devices	1 year		Temporary-Short-Term		1974-390
Certified Public Weighers Files	Documents relating to certifying companies and individuals as public weighers	1 year		Temporary-Short-Term		1974-391

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Certified Scale Mechanics Files	Documents relating to certifying individuals to repair scales in Georgia	2 years		Temporary-Short-Term		1974-392
Certified Sweet Potato Growers Inspection Files	Documents relating to the growing of certified sweet potato plants	1 year		Temporary-Short-Term		0000-242
Commercial Feed Registration Files	Documents relating to the registering of commercial feed as a regulatory device for the feed industry	1 year		Temporary-Short-Term	Maintaining the Files: As the permanent files are updated, withdraw and destroy documents which are out of date, obsolete, or no longer of value from each folder	1973-133A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Commercial Pesticide Applicator License File	Documents relating to certification of applicators under the Federal Insecticide, Fungicide and Rodenticide Act and licensing under the Georgia Pesticide Use and Application Act.	1 year		Temporary-Short-Term		1973-384A
Commissioner's Subject Files	Documents relating to all areas of responsibility of the Commissioner of Agriculture	Permanent		Permanent		0000-128

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Commodity Ballot Files	Documents relating to the official balloting to authorize a commodity marketing order to collect assessments from produces of an agricultural product for use in promotion, education and research	3 years		Temporary-Short-Term		1974-122

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Consent to Service Files	Documents relating to out-of-state firms doing business in Georgia appointing or designating an attorney-in-fact for the serving of appropriate summons or process as prescribed in Department of Agriculture regulations as it relates to the License and Permit Act	1 year		Temporary-Short-Term		1973-314
Consumer Protection Inspection Daily Report Files	Documents relating to the consumer protection inspector's daily activities	1 year		Temporary-Short-Term		1973-575A
Consumer Protection Inspectors' Daily Report Files	Documents relating to the consumer protection inspectors' daily activities	12 months		Temporary-Short-Term		0000-454

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Daily Entomology Inspection Reports	Reports documenting the inspection of nursery grown plants for pests.	1 year		Temporary-Short-Term		0000-172
Daily Remittance Vouchers Revenue Collections Files	Documents relating to the receipt of funds from the public by the various offices of the Department as a result of their daily operations	4 years		Temporary-Short-Term		0000-295
Dairy Industry Licenses and Permits Files	Documents relating to licensing and permitting the sale of dairy products in Georgia	2 years		Temporary-Short-Term		0000-434
Dairy Inspectors Daily Reports Files	Documents relating to the inspection of dairy plants as submitted daily by dairy inspectors	1 year		Temporary-Short-Term		0000-433

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Dairy Products Carton Label Files	Documents relating to the labels on cartons used for dairy products	1 year		Temporary-Short-Term		0000-432
Declarations of Intent to Sell Petroleum Products in Georgia Files	Documents relating to "Declaration" of a manufacturer, refiner, wholesaler, or jobber to sell petroleum products in Georgia, and listing the "Brand" or "Trade Mark" of each product	1 year		Temporary-Short-Term		0000-448
Division Subject Files	Documents relating to all areas of interest to a particular division	Permanent		Permanent		1974-183
Egg Candler's Certificate Files	Documents relating to the permanent authorization of persons to candle and/or grade eggs in Georgia	1 year		Temporary-Short-Term		0000-421

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Egg Certificate Files	Documents relating to the permanent authorization of individuals to buy and sell eggs at wholesale or retail in Georgia	1 year		Temporary-Short-Term		0000-420
Establishment Review and Evaluation Report File	Documents relating to reporting results of sanitation inspections conducted in abattoirs and meat packing plants	2 years		Temporary-Short-Term		0000-415A
Feed Out of Tolerance Sample File	Documents relating to feed samples found by laboratory analysis to be in violation of the Georgia Feed Act of 1970	5 years		Temporary-Short-Term		1973-131A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Feed Within Tolerance Sample File	Documents relating to feed samples which were found by laboratory analysis to be in compliance with the Georgia Feed Act of 1970	1 year		Temporary-Short-Term		1973-132
Fertilizer Deficiency Sample File	Documents relating to fertilizer samples found to be out of compliance with requirements of the Georgia Plant Food Act and its rules and regulations	5 years		Temporary-Short-Term		0000-057
Fertilizer Sample File	Documents relating to fertilizer samples found to be in compliance with the Georgia Plant Food Act and its rules and regulations	1 year		Temporary-Short-Term		0000-056

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Finished Milk Products Laboratory Results Files	Documents relating to the results of laboratory tests of finished milk products	2 years		Temporary-Short-Term		0000-462
Food Inspection and Firm Sanitation Reports Files	Documents relating to the enforcement of the GA Food Act and State Regulations governing manufacture, storage and sale of food items	3 months		Temporary-Short-Term		1973-271A
Fuel and Measures Division Subject Files	Documents relating to supervising and regulating the fuel industry and assuring that weighing and measuring devices are accurate	Permanent		Permanent		1974-052

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Fuel Oil Mobile Calibrating Unit Report Files	Documents relating to daily activities of the Fuel Oil Mobile Calibrating Unit, listing oil companies, services stations, and/or dealers oil pumps calibrated and the results of these calibrations	2 years		Temporary-Short-Term		0000-445
Fuel Oil Pump Inspection Report Files	Documents relating to inspecting the calibration of fuel oil pumps metering devices	12 months		Temporary-Short-Term		0000-451A
Garbage Disposal Survey Forms File	Documents relating to the unauthorized feeding of garbage to swine	12 months		Temporary-Short-Term		1974-126

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Garbage Feeder Inspection Files	Documents relating to the inspection of the facilities of swine owners feeding their animals on garbage	1 year		Temporary-Short-Term		0000-407
Georgia Commodity Commissions Files	Documents relating to the three (3) year operation of the Commodity Commission (soybeans, cotton, apples, tobacco, peaches, sweet potatoes, eggs, peanuts, and milk) for research, education, and promotion of the affected agricultural products	Permanent***		Permanent		1973-527

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Georgia Livestock Health Certificate Files	Documents issued by the State of Georgia attesting to the absence of contagious or infectious diseases in livestock which is to be sold in Georgia	5 years		Temporary-Short-Term		0000-404
Grade A Dairy Farm Inspection Reports Files	Documents relating to the results of inspections of Grade A dairy farms	1 year		Temporary-Short-Term		0000-441
Grade A Raw Milk Import Permit Files	Documents relating to authorization to import state quantities of Grade A raw milk into Georgia for bottling purposes	5 years		Temporary-Short-Term		0000-437

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Grain Dealer License Files	Documents relating to authorizing Grain Dealers to purchase farmer/producer grain	5 years		Temporary-Short-Term		1981-058
Grain Laboratory Analysis Certificate Files	Documents relating to laboratory analysis of grain in enforcing the U.S. Grain Standard Act	5 years		Temporary-Short-Term		1973-309A
Hog Buying Station Report Files and Inspection Report Livestock Buying Station Files	Documents relating to the inspection of livestock buying stations for sanitation and adequacy of facilities	12 months		Temporary-Short-Term		1974-268A
Imported Fire Ant Control Files	Documents relating to the control of imported fire ants	Permanent		Permanent		0000-302

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Inspection Reports of Warehouse Inventory Files	Documents relating to the inspection of warehouse inventories of agricultural products other than tobacco	5 years		Temporary-Short-Term	Inspection Reports of Warehouse Inventory Files remain active until warehouse goes out of business	1975-012
Inspector's Report of Cotton Warehouses Inventories Files	Documents relating to the inspector's reports of cotton warehouse inventories)	5 years		Temporary-Short-Term		0000-313
Inspector's Report of Warehouses Inventories Files	Documents relating to inspections of inventories of agricultural products warehouses. (Inspectors report of cotton warehouse inventories are not included	5 years		Temporary-Short-Term		0000-320

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
L.P. Gas Meter Tolerance Test Reports Files	Documents relating to L.P. gas meter tolerance testing	2 years		Temporary-Short-Term		0000-468
Laboratory Inspection of Meat Files	Documents relating to the results of laboratory inspection of meat and meat products. Samples may be taken at meat processing plants or from retail outlets	2 years		Temporary-Short-Term		0000-411
License Revocations, Bond Claims, and Attorney General Matters	Documents relating to license revocations, bond claims, hearings, insurance matters and Attorney General matters	7 years		Temporary-Short-Term		1981-059

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Licensed (Agricultural Products) Dealers Files	Documents relating to licensing of dealers in agricultural products such as seed, dairy products, eggs, livestock markets, livestock dealers or brokers, warehoused, etc. as designated in the Dealer in Agricultural Products Act of 1965, as amended, 1962.	1 year		Temporary-Short-Term		1973-308
Licensed Food Firm Files	Documents relating to the issue of a permanent license to food processors, wholesalers, and retailers to handle or sell food in Georgia and the inspection and regulation of these firms	1 year		Temporary-Short-Term		0000-453

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Licensed Milk Hauler, Weigher and Sampler Files	Documents relating to the issuance of licenses as a milk hauler, weigher and sampler	1 year		Temporary-Short-Term		0000-436
Licensed Tobacco Warehouse Files	Documents relating to the authorization for the storage of tobacco	2 years		Temporary-Short-Term		0000-314A
Licensed Warehouse Files	Documents relating to authorizing warehouse to store agricultural products other than tobacco	5 years		Temporary-Short-Term	Warehouse License Files remain active until warehouse goes out of business	1975-013

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Lime Materials Out-of Tolerance Files	Documents relating to lime samples which were found by laboratory analysis to be out of compliance with the rules and regulations of the Georgia Department of Agriculture	5 years		Temporary-Short-Term		1973-275
Lime Producers License Files	Documents relating to the licensing of lime manufactureres as a regulatory device for the lime industry	1 year		Temporary-Short-Term	Maintaining the Files: As the permanent files are updated, withdraw and destroy documents which are out of date, obsolete, or no longer of value from each file folder	1973-276A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Liming Materials Registration Files	Documents relating to the registering of liming materials as regulatory device for the fertilizer industry	1 year		Temporary-Short-Term	Maintaining the Files: As the permanent files are updated, withdraw and destroy documents which are out of date, obsolete, or no longer of value from each file folder	1973-277A
Liming Materials Within Tolerance Files	Documents relating to lime samples which were found by laboratory analysis to be in compliance with the rules and regulations of the Georgia Department of Agriculture	1 year		Temporary-Short-Term		1973-274

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Livestock Sale Barn Scales Test Reports Files	Documents relating to testing livestock sales barn scales for weight tolerance	1 year		Temporary-Short-Term		1974-385
Livestock Sales Barn Inspection Files	Documents relating to inspections made of livestock sales barns at each sale	2 years		Temporary-Short-Term		0000-409
Livestock Transfer to Slaughterer Permit Files	Documents relating to permits to move livestock from a livestock sales barn direct to slaughterer	1 year		Temporary-Short-Term		0000-400
Manufactured Milk Products Import Permits Files	Documents relating to the issuance of permanent permits to import manufactured milk products	1 year		Temporary-Short-Term		0000-435

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Meat Products Labels Files	Documents relating to the labeling by meat processing plants of their products to show ingredients used in the product	1 year		Temporary-Short-Term		0000-414
Medicated Feed Mill Inspection Report Files	Documents relating to inspecting the manufacture of feeds to determine compliance with the law and adherence to advised formulas	3 years		Temporary-Short-Term	Destroy after federal audit has been conducted	1973-460A
Milk Tank Calibration Report Files	Documents relating to calibrating milk tanks	Hold Report in active files until Milk Tank is recalibrated; withdraw previous report from files and destroy		Temporary-Short-Term		1974-389

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Nurseymen and Nursery Dealers Licenses Files	Documents relating to inspecting and licensing nurserymen and nursery dealers in Georgia	1 year		Temporary-Short-Term		0000-156A
Official Seed Sample Inspection Report Files	Documents relating to collecting and analyzing seed offered for sale in Georgia	3 years		Temporary-Short-Term		1973-313
Oil Inspectors Daily Reports Files	Documents relating to Fuel Oil Inspection Unit - Inspectors Daily Reports	6 months		Temporary-Short-Term		0000-449
Oil Laboratory Analysis Report Files	Documents relating to laboratory analysis of petroleum products offered for sale in Georgia	Retain for useful life		Transitory		0000-452

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Operations Records for Laboratory Methodology File	Documents relating to the controls and methods used in the analysis of samples in several laboratories by the Laboratories Division***	Retain for useful life		Transitory		0000-185
Out-of-State Livestock Health Certificate Files	Documents issued by states other than Georgia attesting to the absence of contagious or infectious diseases in livestock which is to be moved to Georgia	5 years		Temporary-Short-Term		0000-402
Out-of-State Nursery Lists	Documents relating to out-of-state nurseries authorized to ship plants into Georgia	Retain until superseded		Temporary-Short-Term		0000-296A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Payroll Journals - YTD Totals (PACS 10610)	Payroll journals documenting wages paid to department employees.	6 years		Temporary-Short-Term	Exception to common schedule 81-541; Payroll Journals documenting wages paid with Federal funds must be retained in accordance with Federal guidelines; retain until final resolution if charge of discrimination has been brought by EEOC or U.S. Attorney General.	1990-008
Permanent Fertilizer Registration Files	Documents relating to permanent registration of commercial fertilizer offered for sale in Georgia	1 year		Temporary-Short-Term		1973-342

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Permanent Seed Dealers License Files	Documents relating to the issuing of a permanent license to sell seed in Georgia	1 year		Temporary-Short-Term		1973-341
Permit to Move Cattle and Lab 10 Files	Documents relating to authorizing the movement of animals for the purpose of controlling diseases of livestock	3 years		Temporary-Short-Term		1977-090
Permit to Move Livestock	Documents relating to the movement of livestock to be slaughtered	1 year		Temporary-Short-Term		1974-039
Pesticide Contractor License File	Documents relating to annual licensing of all businesses located within Georgia engaged in contracting for application of pesticides	2 years		Temporary-Short-Term		1973-300A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Pesticide Product Registration File	Documents relating to registering pesticides annually for distribution in Georgia	2 years		Temporary-Short-Term		1973-273A
Pesticide Registrant File	Documents relating to annual registration of pesticides for distribution and use in Georgia	2 years		Temporary-Short-Term		1973-383A
Pesticide Sample Reports (Out of Tolerance)	Documents relating to the sampling and analysis of pesticides found to be out of compliance with Georgia law and copies of any enforcement actions taken	4 years		Temporary-Short-Term		1975-179A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Pesticide Sample Reports (Within Tolerance)	Documents relating to sampling and analysis of pesticides which are found to be in compliance with Georgia law	1 year		Temporary-Short-Term		0000-297A
Poultry Carcasses Pit Certificate Files	Documents relating to the operation of pits for disposal of poultry carcasses	Retain for useful life		Transitory		1973-080
Poultry Disposal Pit Inspector Reports (Violation) Files	Documents relating to poultry disposal pit inspections which show violations of the poultry carcasses regulations and the disposition of the violations	1 year		Temporary-Short-Term		1973-079
Poultry Plant Inspection Report Files	Documents relating to the inspection of plants processing poultry products for market	6 months		Temporary-Short-Term		0000-390

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Poultry Scales Test Report Files	Documents relating to checking poultry plant scales for tolerance	1 year		Temporary-Short-Term		1974-384
Private Pesticide Applicator License File	Documents relating to the certification of private applicators under the Federal Insecticide, Fungicide and Rodenticide Act and licensing under the Georgia Pesticide Use and Application Act.	6 years		Temporary-Short-Term		1979-132
Public Hearing Files	Documents relating to conducting public hearings	First Copy: Retain for useful life. Record Copy: Permanent		First Copy: Transitory. Record Copy: Permanent		1975-157
Quality Milk Program Files	Documents of importance relating to quality milk are now filed in Cattle Herd Laboratory Test Files	15 years		Temporary-Long-Term	This series is used for reference only	1974-280

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Railroad Scale Test Reports Files	Documents relating to testing railroad scales for weight tolerance	2 years		Temporary-Short-Term		1974-386
Restricted Use Pesticide Dealer License File	Documents relating to the annual licensing of dealers who distribute "restricted use" pesticides in Georgia	2 years		Temporary-Short-Term		1979-110
Roadside Markets Certificate Files	Documents relating to certification of roadside markets for agricultural products	1 year		Temporary-Short-Term		1973-339

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Seed Laboratory Analysis Files	Documents relating to the laboratory analysis of plant seed as to their purity and germinationas submitted by official seed inspectors, individuals requesting the service, and certified seed breeders	3 years		Temporary-Short-Term		1973-340
Service Station Pump Violation Files	Documents relating to the notification of service stations of a violation of regulations pertaining to the sale of petroleum products as indicated by an official inspection of fuel oil pumps at the station	1 year		Temporary-Short-Term		0000-447

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Special Reports of General Inspections Files	Documents relating to special reports of inspection of a general nature conducted by the Animal Industry Division	1 year		Temporary-Short-Term		0000-410
State-Federal Agreements File	Documents relating to agreements between the Department of Agriculture and the Federal Government (usually the U.S. Department of Agriculture)	Original Agreement: Permanent. Copies of Agreement: 1 year		Original Agreement: Permanent. Copies of Agreement: Temporary-Short-Term		1974-130

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Stop Sales and Releases Files	Documents relating to "withhold from sale and release orders" on seed, fertilizer, dairy products, meats, pesticides, feed, and any other product, commodity, etc. which is regulated by the Department	1 year		Temporary-Short-Term		1973-272
Structural Pest Control Files	Documents relating to the inspection and reporting for regulatory purposes of the Structural Pest Control Industry	2 years		Temporary-Short-Term		1989-002
Swine Herd Laboratory Test Files	Documents relating to swine herd laboratory tests	7 years		Temporary-Short-Term		0000-397A
Swine Herd Quarantines and Releases Files	Documents relating to swine herd quarantine and releases	2 years		Temporary-Short-Term		0000-393

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Swine Movement Permit File	Documents relating to the movement of swine from one farm to another	13 months		Temporary-Short-Term	State Office Copy: Earlier disposition is authorized	1974-125
Swine Validated Herd Files	Documents relating to swine herd laboratory tests	7 years after herd is no longer validated		Temporary-Short-Term	When herd is no longer validated, withdraw folder from the file and place in the Swine Herd Laboratory Test Files	1974-075
Tobacco Warehouse Scales Inspection Report Files	Documents relating to testing tobacco warehouse scales for weight tolerance	1 year		Temporary-Short-Term		1974-387

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Treated Timber Processor and Dealer License Files	Documents relating to the annual licensing of persons who treat timber within Georgia (Processors) and persons who bring treated timber into Georgia which is treated outside Georgia (Dealers)	1 year		Temporary-Short-Term		1979-111
Treated Timber Sample Reports	Documents relating to the sampling and analysis of wood preservatives and treated wood	3 years		Temporary-Short-Term		1979-112

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
USDA Indemnity Claims Files	Documents relating to destruction of diseased (hog cholera, brucellosis, tuberculosis) farm animals (hogs, cattle, etc.) for which an owner is indemnified by State and Federal funds	5 years		Temporary-Short-Term		1974-242M
Water Samples (In Tolerance) Report Files	Documents reporting findings of "Satisfactory" in tests for potable water made on samples taken from meat processing plants and abattoirs. Test are made by the Dept. of Human Resources.	1 year		Temporary-Short-Term		0000-413

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Water Samples (Out of Tolerance) Report Files	Documents reporting findings of "Unsatisfactory" in tests for potable water made on samples taken from meat processing plants and abattoirs. Tests are made by the Dept. of Human Resources	1 year		Temporary-Short-Term		0000-412
Weight Truck Inspectors' Daily Report Files	Documents relating to the daily checking of "Scales Tolerance" by the use of weight trucks, as reported by inspectors	1 year		Temporary-Short-Term		1974-388A
Wholesale Products Dealer Files	Documents relating to leasing of space by wholesalers of farm products at State Farmers Markets	1 year		Temporary-Short-Term		1973-338